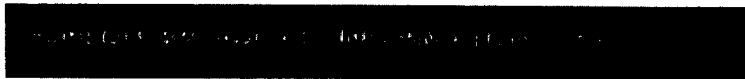


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Office of the Director

1 December 1987

[Redacted]

Director of Personnel

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Many thanks for the sample event calendar. I would find it of some use in our work for the listing of key events, though indeed these are mostly picked up from the flyers that pass through the office.

For this purpose, however, we would suggest that the various auditorium lectures and briefings be tabulated separately so that on the main calendar only key events of the broadest possible interest would be listed.

Thanks for soliciting our comments. I hope the calendar shakes out successfully after all the comments are in.

[Redacted]

Deputy Director

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MEMORANDUM FOR: Director of Foreign Broadcast Information Service

FROM:

[Redacted]

Director of Personnel

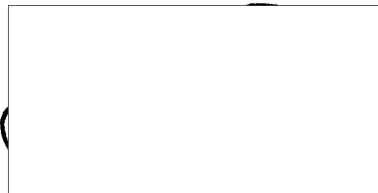
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SUBJECT: Managers' Event Calendar

1. Please critique the attached Managers' Event Calendar for me, indicating whether and to what degree your office might find it useful in the future. In doing so, you might want to share the Calendar with your secretary for additional input.

2. As you may be aware, there currently exists no cross-Directorate event calendar which covers the various Agency locations. This particular version has an Office of Personnel header and features some programs of general interest to OP careerists. However, the Calendar could also have any focus the Agency or Office would like, and the header modified as you/we feel appropriate.

3. We would plan to publish an Event Calendar once a month, updating as information is available. We are also exploring the possibility of putting the calendar on-line.



STAT

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PERSONNEL NOTES

MANAGERS' EVENT CALENDAR

NOVEMBER 1987 - MAY 1988

November 1987

2 November, 5:30 p.m.	Monday Lecture: "Oil Technology and the Oil Economy," Hqs Auditorium
3 November, 9-2 p.m.	Blood Day, Headquarters
3 November, 11 a.m.	Briefing on Office of Communications Professional Opportunities in Telecommunications (POINT) Program, 1E78 Hqs
3-30 November	Employee Art Exhibit, 1D Hqs Exhibit Hall
4 November, 9 a.m.-4 p.m.	"Low Observable Symposium" (S/NF), sponsored by the DCI STIC (Scientific and Technical Intelligence Committee) and WSSIC (Weapons and Space Systems Intelligence Committee), Auditorium
4 November, 11 a.m.	Briefing on OC's POINT Program, 1E78 Hqs
5 November, 9 a.m.-4 p.m.	"Low Observable Symposium," Auditorium
5 November, 1-5 p.m.	First running of Retirement Division's "Strategies for Career Transition," GA-13 Hqs
6 November	CFC Campaign Ends
9 November	Insurance Open Season Begins
9 November, 5:30 p.m.	Monday Lecture: "Impact of Arab Nationalism & Islamic Fundamentalism," Hqs Auditorium
10 November, 2-3:30 p.m.	OTE Guest Speaker, Doug Lenat of MCC Corporation on "Artificial Intelligence and National Security," Hqs Auditorium
11 November	Veterans' Day - Legal Holiday
13 November, 9 a.m.-4 p.m.	OTE Seminar, "Getting Your Ideas Across," Hqs Auditorium

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November 1987, con.

15 November	Thrift Open Season Begins	
16 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, 1J corridor, Hqs	
16 November, 1 p.m.-4 p.m.	Home Buyers Workshop, cover location	
16 November, 5:30 p.m.	Monday Lecture: "Saudi Arabia," Hqs Auditorium	
17 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, 1J corridor, Hqs	
17 November, 1 p.m.-4 p.m.	Home Seller Workshop, cover location	
18 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, 1J corridor, Hqs	
18 November, 9 a.m.-noon	Home Buyer Workshop	
18 November, 1 p.m.	Retirement Transfer Briefing for CIARDS participants, Hqs Auditorium	
18 November, 3 p.m.	Retirement Transfer Briefing for Civil Service participants, Hqs Auditorium	
19 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, 1J corridor, Hqs	
19 November, 10 a.m.-2 p.m.	Blood Day, Ames	
19 November, 1 p.m.	OMS Health Education Lecture featuring [redacted] on "Fitness in the Workplace," Hqs Auditorium	25X1
20 November, 9 a.m.	Auditorium Session on the Thrift System, including information on loans	
20 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, 1J corridor, Hqs	
23 November	Last date for submission of request for application for Summer-only employment	
23 November, 10 a.m.	OTE-sponsored seminar featuring Dr. [redacted] on "Soviet New Thinking and Implications for the U.S.," 1A07 Hqs	25X1
23 November, 5:30 p.m.	Monday Lecture: "The Iran-Iraq War," Hqs Auditorium	
23-25 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, Building 213, Auditorium	
26 November	Thanksgiving Day - Legal Holiday	

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November 1987, con.

30 November	Deadline for Summer-Only Applications
30 November, 9 a.m.-3 p.m.	Health Insurance Comparison software, Reston Cafeteria
30 November, 2-4 p.m.	Insurance Operations Division Gala celebrating the completion of Project Bandwagon, 9th floor Ames Building
30 November, 5:30 p.m.	Monday Lecture: "Israel and the Middle East," Hqs Auditorium

December 1987

1-2 December, 9 a.m.-3 p.m.	Health Insurance Comparison Software, Reston Cafeteria
1-31 December	Communications Security (Comsec) Exhibit, 1D Hqs Exhibit Hall
7 December, 9 a.m.-3 p.m.	Health Insurance Comparison Software Page Second Floor Lobby
7 December, 5:30 p.m.	Monday Lecture: "US & Soviet Objectives in the Region," Hqs Auditorium
8 December*, 12:30 p.m.-4:30 p.m. *tentative*	"Strategies for Career Transition," Hqs Auditorium or 1E78 depending on enrollment
8 December, 9 a.m.-3 p.m.	Health Insurance Comparison Software, Page Second Floor Lobby
9 December, 9 a.m.-3 p.m.	Health Insurance Comparison Software, Page Second Floor Lobby
10 December 1987, 1 p.m.	OMS Health Education Lecture featuring <div data-bbox="873 1312 1209 1348" style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div> on "AIDS Transmission and the Workplace, Hqs Auditorium "
11 December	Insurance Open Season ends
11 December	Last date to submit Educational Aid Fund applications
15 December, 1 p.m.-4 p.m.	Home Buyer Workshop, cover location
16 December, 9 a.m.-noon	Home Seller Workshop, cover location
16 December	Keynotes Christmas Concert, Hqs Auditorium
17 December (tentative)	Retirement Transfer Briefings
17-31 December	FERS Transfer Center operates in 1A07 Hqs (to accommodate the needs of eligible employees for "last-minute" counseling)

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December 1987, con.

18 December	Keynotes Christmas Concert
25 December	Christmas Day - Legal Holiday
31 December	Retirement Transfer Open Season ends

January 1988

January (specific date not yet set)	SIS Promotions
1 January	New Year's Day - Legal Holiday
6 January, 2:30 p.m.	OTE Guest Speaker Program: syndicated columnist and TV commentator, George Will, Hqs Auditorium
11-14 January, tentative	Career Transitions Workshop
14 January, 10:00 a.m.-2 p.m.	Blood Day, Ames
18 January	Martin Luther King's Birthday - Legal Holiday
20 January	EEO for Managers, 1A07 Hqs
21 January, 1 p.m.	OMS Health Education Lecture featuring on "Infertility," 25X1 Hqs Auditorium
26 January, 1 p.m.	Home Seller Workshop, cover location
27 January, 9 a.m. - noon	Home Buyer Workshop, cover location
28-29 January, 8:30 a.m.-4:30 p.m.	EEO Upward Mobility Program Career Days, 1A07 Hqs
30 January, 10 a.m.-1 p.m.	Half-Day Cover Briefing for Spouses and Employees, 1A07 Hqs
31 January	End of Thrift Open Season

February 1988

February	Black History Month (theme: "Blacks in the Military"), to include Black History Exhibit, 1D Hqs Exhibit Corridor
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February 1988, con.

10 February, 11 a.m.	OMS Health Education Lecture featuring [redacted] on "Childrearing, Problems and Solutions," Hqs Auditorium	25X1
15 February	Washington's Birthday - Legal Holiday	
18 February, 10:00 a.m.	EEO-sponsored guest speaker: Lt. Gen. Colin Powell, Hqs Auditorium	
23 February, 1 p.m.-4 p.m.	Home Buyer Workshop, cover location	
24 February, 9 a.m.-noon	Home Seller Workshop, cover location	

March 1988

March	National Women's History Month (there will be a speaker one day during the month)	
12 March, 10 a.m.-1 p.m.	Half-Day Cover Briefing for Spouses and Employees, 1A07 Hqs	
17 March, 11 a.m.	OMS Health Education Lecture featuring [redacted] on "Divorce and Death of a Marriage," Hqs Auditorium	25X1
29 March, 1 p.m.-4 p.m.	Home Seller Workshop, cover location	
30 March, 9 a.m.-noon	Home Buyer Workshop, cover location	

April 1988

April	Secretaries' Week	
15 April	EEO for Managers, 1A07 Hqs	
19-20 April	OP Conference, WTC	
21 April 1988	OMS Health Education Lecture featuring [redacted] on "Eating Disorders," Hqs Auditorium	25X1
23 April 1988, 10 a.m.-1 p.m.	Half-Day Cover Briefing for Spouses and Employees, 1A07 Hqs	

May 1988

May	Asian/Pacific American Heritage Week	
16 May, 10 a.m.-2 p.m.	Blood Day, Ames	
19 May	OMS Health Education Lecture featuring [redacted] on "Premenstrual Syndrome," Hqs Auditorium	25X1
30 May	Memorial Day - Legal Holiday	

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**In compiling this Managers' Calendar, we relied heavily on information from the following offices and individuals, most of whom have responsibility for scheduling events.

OL/FMD
Protocol
OTE


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OTE/Pers
OMS
Security Education

her office

We also contacted other individuals who were involved on a one-time basis in scheduling events.

We did not include in the calendar events such as workshops of interest to a smaller portion of the population--some OTE, OIT, and OP workshops, for example, and office-level meetings held in the Auditorium.

 of FMD was kind enough to review the Executive Dining Room schedule for events which might be of significant interest to the DDA and other senior-level managers. He felt that there were not any that "qualified" this time--but we will continue to ask him to scan these for us in the future.

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Confidential